

DD/A 75-1139

25 MAR 1975

MEMORANDUM FOR: Director of Personnel

SUBJECT : Secretarial Survey

Fred:

1. Reference is made to Mr. [redacted] memorandum of 17 March 1975, which reflects the status of a secretarial survey generated by the CIA Management Committee in September 1974. In order to keep this program on track, may I suggest the following guidelines:

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a. It was never contemplated by the CIA Management Committee that there should be a complete survey of all GS-07 and above secretarial positions, and we should not plan on a review of [redacted] positions.

b. Where components have expressed an interest in upgrading positions, some effort should be made to get the appropriate input so that this program can be wrapped-up.

c. As you are aware, the Directorate of Operations has displayed major interest in the survey, and PMCD should give some priority attention to the package submitted on 7 March 1975, which represents 63 of the positions.

2. I would appreciate receiving an updated status report in another month.

15 Jack
John F. Blake
Deputy Director
for
Administration

Att

(Uncontrolled) dtd 17 Mar 1975

Distribution: O & 1 - D/OP 1 - DD/A Subject w/background

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